



**Glenda Ritz, NBCT**

Indiana Superintendent of Public Instruction

## **JOB ANNOUNCEMENT**

# Elementary Mathematics Assessment Specialist

**JOB POSTING ID:** 602901  
**APPLY BEFORE:** June 27, 2016  
**LOCATION:** Indianapolis  
**TO APPLY:** [Link to Job Posting](#)  
**HIRING SALARY:** \$50,000

### **JOB DESCRIPTION:**

The Elementary Mathematics Assessment Specialist reports to the Director of Student Assessment and works with assessment staff, curriculum specialists, and assessment contractors. The Specialist is responsible for the development of items and scoring rubrics and the review of ancillary materials related to the Indiana Statewide Test for Educational Progress Plus (ISTEP+) and other statewide assessments. The Specialist develops guidance documents and support materials for educators and parents. The Specialist stays abreast of current policy and provides support for the implementation of Indiana's assessment programs.

- Works cooperatively and collaboratively with assessment staff, curriculum specialists, and assessment contractors to create valid and reliable assessments;
- Works as part of a team with assessment staff in the administration and implementation of the statewide assessment system;
- Assists in the development of assessment items and ensures content alignment;
- Ensures the accuracy of assessment items;
- Assists in the development of scoring rubrics and in setting limits for scoring assessment items;
- Promotes innovation in test item development and scoring;
- Assists in the production and review of all ancillary statewide assessment materials;
- Assists in conducting pilot and validation studies;
- Assists with training workshops for Indiana schools, insuring timely dissemination of information regarding program guidelines, legislative changes, technical interpretations and other key information, as necessary, to implement the required statewide assessments;
- Plans and delivers presentations to assist administrators and teachers in understanding the statewide assessment system and how to appropriately use assessment-related information to inform instructional and curricular decisions;
- Interprets and communicates policy-related information to parents, schools, school corporations, and the public;
- Uses a broad understanding of assessment development, as well as general and specific methodological and procedural knowledge to respond to inquiries regarding statewide assessments;
- Communicates with vendors regarding deliverables and project issues;
- Attends project- and program-related meetings;
- Travels to meetings and workshops in-state and out-of-state when necessary;
- Adheres to local, state, and federal laws and policies; and
- Completes additional duties as assigned.

## **PREFERRED EXPERIENCE & COMPETENCIES:**

Minimum of Master's degree in Education or related area from an accredited college/university plus at least three (3) years of teaching experience preferred.

- Experience with the administration of educational assessments.
- Exceptional interpersonal skills.
- Effective oral and written communication skills.
- Broad knowledge of assessment policies, practices and procedures.
- Broad knowledge of graduation requirements related to assessment.
- Extensive expertise with Microsoft Office suite or equivalent software.
- Ability to create, enhance and edit written materials.
- Ability to maintain composure and professionalism when dealing with stressful and demanding situations.
- Ability to communicate with parents, schools, school corporations, and the public.
- Ability to prioritize numerous work assignments and to meet deadlines.
- Ability to manage multiple, simultaneous tasks.
- Exceptional attention to detail.
- Ability to work as part of a team.
- Ability to travel as needed.